*White Oak Chapel Rules and Regulations*

[*www.whiteoakchapel.com*](http://www.whiteoakchapel.com)

The White Oak Chapel is nestled within the tall oak trees of Camp Forest and is the perfect place to unite in a Christian wedding. The chapel features unique side panel doors that open to the outdoors along with a 70’ long center aisle leads to the altar area which is elevated by three easy steps. The altar is centrally located with a draped backdrop. The White Oak Chapel is located in Forest Junction, Wisconsin just 30 minutes from Appleton, Green Bay or Manitowoc.

***Your wedding day package includes:***

* 5 hours use of chapel and grounds (starting one hour prior to the ceremony time)
* Setup with seating for 200 guests with room for additional seating
* Wedding Music – microphone and sound system to play your music
* Separate cabins for bride and groom and their wedding party
	+ Brides cabin has a bathroom with plenty of space to get dressed
* Use of a 20x40 outdoor pavilion with picnic tables
* Your names on our outdoor wedding chapel sign
* Rehearsal and decorating time is included, up to 1 hour based on availability

***Pricing and Reservations***

|  |  |
| --- | --- |
| $800 Chapel Wedding Fee | This fee includes the use of the Chapel and everything in the above wedding day package. The wedding fee is due a minimum of 30 days prior to your wedding |
|  |  |
| $200 Non-Refundable Deposit | This deposit is required to secure your date and must be accompanied by a signed Chapel Wedding Contract (below). This deposit will be applied toward the balance of the wedding fee. Please note that should you wish to cancel your reservation after your contract is approved, your deposit for the wedding will not be refunded. *We are not responsible for any weather conditions.* |
| $300 Refundable Security Deposit | The security deposit is required at the time of final payment and is due 30 days prior to your wedding. The security deposit will be refunded approximately 2 weeks following your wedding provided that no damage was incurred from use.  |

*Additional Fee’s and Options*

6 foot folding plastic banquet table

Rental of additional cabins and kitchen are available for an additional charge.

White Oak Chapel can also accommodate an outdoor ceremony for an additional $150 setup charge.

*Rules and Regulations*

* **No alcohol is allowed on the premises at any time**
* No smoking is allowed in any of the buildings at any times
* No rice, confetti, bird seed or open flame.
* Dogs are allowed only if on a leash. Dogs must stay with their owners at all times, clean-up is the responsibility of the pet owner.
* The chapel and cabins must be left if the conditions they were when you arrived. All clean-up is your responsibility.
* White Oak Chapel does not contain any heat or air conditioning, please take this into consideration when planning your special day.

*Damages and Liability*

The person(s) signing the contract with the White Oak Chapel shall be responsible for any and all damages incurred to property and/or furnishings. Review this contract with any personnel assisting with the wedding (wedding directors, florists, caterers) as you are responsible for all damages. Any damages incurred shall be repaired at your expense to our satisfaction. White Oak Chapel assumes no responsibility for injuries, materials, equipment, clothing, money, jewelry or other items left on the church premises before, during or after the ceremony.

To check available dates, please contact the Chapel Coordinator, Katie Schnell at (920) 279-7723 or whiteoakchapel@gmail.com.

***White Oak Chapel***

*Wedding Contract*

|  |  |
| --- | --- |
| Wedding Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Ceremony Start Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Rehearsal Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Rehearsal Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name (Bride): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name (Groom): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |

**We agree to adhere to ALL policies stated in “White Oak Chapel Rules & Regulations”. Any policies that are compromised could result in additional fees or cancellation of the ceremony. It is the responsibility of persons making the wedding arrangements to ensure that all members of the wedding party are informed of and observe these policies.**

Signature (Bride): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Signature (Groom): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

For more information contact Katie Schnell (920)279-7723

Please return this form and your deposit to: Katie Schnell

(Make checks payable to Camp Forest) W979 County K

Brillion, WI 54110

*For office use only:*

*Payment type: security deposit Amount: \_\_\_\_\_\_\_\_\_\_\_Ck#: \_\_\_\_\_\_\_\_\_\_\_\_*

*Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Payment type: non refundable deposit Amount: \_\_\_\_\_\_\_\_\_\_\_Ck#: \_\_\_\_\_\_\_\_\_\_\_\_*

*Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Pricelist for White Oak Chapel

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Description | Cost | Qty | Total |
|  | Ceremony Fee | $800 |  | $800 |
|  | Reception Fee | TBD |  | TBD |
|  | Security Deposit (refundable) | $300 |  | $300 |
|  | Non Refundable Deposit (to hold the date) | $200 |  | $200 |
|  | Additional Options/Fee’s |  |  |  |
|  | Additional Rental Hours | $100/hr |  |  |
|  | 6ft or 8ft folding table | $5 |  |  |
|  | Use of Kitchen (5 hours) | $75 |  |  |
|  | Additional Kitchen Hours | $25 |  |  |
|  | Cabin 1 | $50 |  |  |
|  | Cabin 2 | $30 |  |  |
|  | Cabin 3 | $30 |  |  |
|  | Cabin 6 | $30 |  |  |
|  | Cabin 8 | $30 |  |  |
|  | Bridal Cabin (4) (included with wedding package) | $65 |  |  |
|  | Groom (7) (included with wedding package) | $40 |  |  |
|  | Subtotal |  |  |  |
|  | Balance Due 30 days prior to event |  |  |  |